

## **STILLWATER COUNTY Job Description**

**CLASS TITLE:** Human Resource Specialist

**DEPARTMENT:** Finance and Human Resources

**ACCOUNTABLE TO:** Finance and Human Resource Director

**PRIMARY OBJECTIVE OF POSITION:** The position is responsible for providing the administration of human resources including recruitment, compensation and benefits. Coordinates recruitment and selection of vacant positions, and writes and/or updates job descriptions. Conducts position classification studies and salary surveys. Evaluates and processes Workers Compensation claims, accident reports and employee benefit changes. Reviews and complies with personnel policies and Union contracts.

### **ESSENTIAL JOB FUNCTIONS:**

- Work is primarily performed in an office setting involving prolong sitting, bending, stooping, climbing, lifting up to 50#s (greater with assistance), and walking;
- Must possess the ability to communicate both orally and in writing, hear and speak clearly with clarity;
- Must be familiar with computers and various software applications;
- Must possess valid Montana Operator's license;

### **MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:**

- Assists management and employees with benefit management and open enrollments;
- Maintains employee personnel records and personnel policies;
- Assists in implementing policies, procedures and practices relating to Human Resources;
- Knowledge of Financial functions desired;
- Performs other related duties as assigned.

### **MAY PERFORM SPECIFIC DEPARTMENT FUNCTIONS**

- Help perform periodic audits of personnel files for compliance with Federal and State laws;
- Periodically audit and update the hiring process to make sure Stillwater County Policy and Procedures, Federal and State laws are being adhered to;
- Assists Commission with Salary research and union negotiations;
- Serve as a resource to County managers and employees regarding policies and other Human Resources issues;
- Coordinate recruitment and selection to fill vacant County positions.
- Coordinate the administration of employee benefits, risk management, wellness and advise both employees and retirees on benefit programs.

**SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:** None.

**CLASS TITLE:** Human Resource Specialist (continued)

**EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

- Graduation from high school or its equivalent; PLUS Bachelor's degree and 2-5 years' experience in Human Resources;
- Two (2) years of experience in an office setting and some computer skills required; and
- Must possess a valid Montana Operator's License.

**EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:**

- Working with county staff, responding to inquiries, performing assigned duties accurately, efficiently, and following established standards and procedures;
- Establish proper procedures and compiles reports to document personnel actions and hiring actions;
- Prepare spreadsheets, reports and other documents using computer applications or other office equipment;
- Advises and assists Department heads with proper interview and selection techniques and in compliance with all policies and laws;
- Establishes and maintains effective working relationships with fellow employees, supervisors, customers, and the general public;
- Responsible for materials and equipment requiring care;
- Position requires frequent contact with staff and/or fellow employees, establishing and maintaining effective working relationships requiring tact and diplomacy, and maintains confidentiality of sensitive information;
- Prepares accurate and timely reports for State and Federal purposes;
- Performs all other duties as may be required.

**Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential job function.**

**Written 3-28-2019**